

QTP 4Y0X1-4
September 2001

DENTAL ASSISTANT SPECIALTY

Volume 4. Clinical Skills - Preventive Dentistry



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Qualification Training

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Pages: 49

Volume 4, *Clinical Skills - Preventive Dentistry*, Qualification Training Package (QTP) contains modules on patient preparation, calculus removal, oral hygiene instruction, periodontal instrument usage, anticariogenic agent application, and sealant placement. This QTP is designed to enhance 5-, and 7-skill level OJT of dental assistant personnel. All eight QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should review your responsibilities--as a supervisor/trainer--for conducting on-the-job training (OJT) per AFI 36-2201, *Developing, Managing, and Conducting Training*.

QTPs are designed to help you conduct and evaluate your field training. Once you begin upgrade training you are required to use the QTPs. QTPs provide continuity to the trainee's upgrade training and are divided into the following volumes: 1) *Basic Skills*; 2) *Clinical Skills - Radiology*; 3) *Clinical Skills - Chairside Assisting*; 4) *Clinical Skills - Preventive Dentistry*, 5) *Patient Administration*, 6) *Dental Data System*, 7) *Logistics Management*, and 8) *Clinic Management*. The QTP modules were written to assist you in preparing for and conducting training. You *must* use the QTP modules for training when either: 1) the STS task is a core task (minimum qualification for the specialty); or 2) you have identified the STS task as a requirement of the trainee's job. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance, while meeting local requirements for speed and accuracy. QTPs also aid OJT task certifiers in evaluating the trainees demonstrated performance. If you have local training requirements not covered by a QTP module you *should* develop "steps in performance" and "performance checklists" that support and standardize those tasks.

Accompanying each volume of QTPs is a *qualification training progress record*. This QTP record serves as a document to record the date the trainee completes each module. Individuals in qualification/upgrade training must have this QTP progress record filed in their OJT folder. Use and annotation of this progress record are similar to current OJT documentation. When *you* are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, *you* must document and initial each task completion date in column 2B of the Specialty Training Standard (STS) and the "date completed" column in the QTP progress record. If a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

Typically, you will manage each module by first, training the tasks and then, evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you are authorized to make changes to the first half of each module, (i.e. steps in task performance); however, the "performance checklist" is considered a *standard* and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training use an organized and methodical approach. This will reduce your training time and enhance your efforts.

When beginning any training process you should first, review the procedures in each module with the trainee. Second, direct the trainee to review the training references listed to prepare for task performance. Third, go through the steps in task performance with the trainee, allowing enough time to adequately train each step (some modules may take longer to teach). Fourth, evaluate the trainees work at each critical step--using the performance checklist at this point will be helpful. Fifth, evaluate the trainee's performance and provide feedback on any areas for improvement. Finally, when the trainee has successfully completed the task you must document and initial both the STS and the QTP progress record. If the trainee does not accomplish the module, conduct follow-up instruction until the trainee successfully completes the task.

The QTP project goal of the 381 TRS/XWAA, Sheppard AFB TX, is to publish a useable document for trainers and trainees. You are encouraged to write-in changes or revisions to the QTPs. A corrections/improvements letter is located on the last page of each QTP volume.

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Table of Contents iii

Module 1	Preparing Treatment Room/Patient for Treatment	1
Module 2	Identifying Calculus on Diagnostic Radiographs	4
Module 3	Performing Screening Examinations	6
Module 4	Instructing Patients on Personal Oral Hygiene Techniques and Devices	8
Module 5	Instructing Patients in the Care of Implants.....	11
Module 6	Sharpening Periodontal Scaling Instruments	14
Module 7	Removing Accumulated Supragingival Deposits	17
Module 7A	Removing Accumulated Supragingival Deposits Using Hand Instruments	17
Module 7B	Removing Accumulated Supragingival Deposits Using Ultrasonic Devices	20
Module 7C	Removing Supragingival Deposits Using Sonic Scaling Units.....	23
Module 8	Polishing Teeth	26
Module 8A	Removing External Stains Using a Prophy Jet	26
Module 8B	Removing External Stains Using a Prophy Handpiece	29
Module 9	Applying Topical Anticariogenic Agents	32

Table of Contents	iv
--------------------------	-----------

Module 10 Applying Pit and Fissure Sealants	37
--	-----------

Qualification Training Progress Record.....	<i>Appendix A</i>
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Corrections/Improvements Letter	<i>Appendix B</i>
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MODULE 4-1 PREPARING TREATMENT ROOM/PATIENT FOR TREATMENT

STS TASK REFERENCES:

- | | |
|----------|---------------------------------|
| 7c(2)(a) | Select and arrange instruments |
| 7c(4) | Seat, drape and dismiss patient |

TRAINING REFERENCES:

CDC 4Y051A
The Dental Assistant
Modern Dental Assisting
Comprehensive Dental Hygiene Care

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Health Record
Dental Instruments
Dental Patient Mirror
Dental Treatment Room (DTR)
Handwashing Solution and Paper Towel
Patient Napkin and Clamps
Personal Protective Equipment
Patient Treatment Forms

**STEPS IN TASK PERFORMANCE:**

1. Wrap/drape required items with barriers IAW infection control guidelines
2. Review dental health record to determine extent of treatment procedures
3. Turn master switches on
4. Wash hands IAW clinic infection control policies
5. Set up supplies such as, instruments or setup trays
6. Place instrument pack or set up tray on the bracket table
7. Arrange instruments in order of use
8. Greet the patient by rank/title and name
9. Seat patient in upright position in the dental treatment chair
10. Discuss positive health history entries with the patient, refer changes to dentist
11. Initial and date health history, AF Form 696
12. Brief patient on treatment/procedure
13. Drape patient napkin around patient's neck and secure with napkin clamps
14. Provide patient with eye protection for all procedures
15. Put on personal protective equipment
16. Wash hands using scrub solution and glove in patient's view
17. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly

**MODULE 4-1 PREPARING TREATMENT ROOM/PATIENT FOR TREATMENT****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Set up a prophylaxis treatment room with required instruments		
2. Set up and arrange the instruments/materials in order of use, and cover with patient napkin or drape		
3. Address patient by rank/title and name and escort into the treatment room		
4. Seat the patient in an upright position with the chair lowered		
5. Drape the patient and secure patient napkin		
6. Provide patient with appropriate eye protection		
7. Brief patient on treatment		
8. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-2 IDENTIFYING THE PRESENCE OF CALCULUS ON DIAGNOSTIC RADIOGRAPHS

STS TASK REFERENCE:

10b(1) Identify the presence of calculus on diagnostic radiographs

TRAINING REFERENCES:

CDC 4Y051A

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Health Record

Patient Treatment Forms

Radiograph Viewbox

Radiographs

STEPS IN TASK PERFORMANCE:

1. Turn viewbox on
2. Acquire radiograph from radiology or dental health record
3. Position most current radiographs on viewbox
4. Inspect maxillary and mandibular oral anatomy tooth by tooth from left to right
5. Identify light protrusions (spurs) at neck of tooth
6. Annotate location of calculus deposits on patient treatment forms
7. Return radiograph to dental health record
8. Turn view box off



MODULE 4-2 IDENTIFYING THE PRESENCE OF CALCULUS ON DIAGNOSTIC RADIOGRAPHS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Inspect maxillary and mandibular arches tooth by tooth		
2. Identify light protrusions (spurs) at the neck of the tooth		
3. Return radiographs to patient dental record		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-3 PERFORMING SCREENING EXAMINATIONS

STS TASK REFERENCES:

- 10b(2) Perform screening examinations and referrals as needed
- 10b(3) Identify and record oral health condition

TRAINING REFERENCES:

CDC 4Y051A
AFI 47-101, *Managing Air Force Dental Services*
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist
Periodontal Instrumentation-A Clinical Manual
Fundamentals of Dental Hygiene Instrumentation

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

AF Form 644, Record of Dental Attendance
(Or appropriate treatment forms)
Dental Health Record
Dental Mirror and Explorer/Probe
Handwashing Solution and Paper Towel
Personal Protective Equipment
Patient Napkin and Clamps

STEPS IN TASK PERFORMANCE:

1. Discuss positive health history entries with the patient, refer changes to dentist
2. Initial and date health history
3. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
4. Use a dental mirror to examine the soft and hard tissues of the intra-oral cavity; include lip borders, tongue, interior cheek, floor, palate, alveolar ridge, gingiva, teeth, and proximal areas
5. Notice color or size changes, bleeding, swelling, cracks, abscesses, etc.
6. Determine and record the oral hygiene index
7. Perform other local indices, as authorized and required
8. Consult dentist for abnormal or suspicious findings
9. Continue with scheduled treatment, unless contraindicated
10. Complete appropriate patient treatment forms



MODULE 4-3 PERFORMING SCREENING EXAMINATIONS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Use a mouth mirror to examine the hard and soft tissues of intra-oral cavity		
2. Determine the hygiene index, as required		
3. Perform plaque index		
4. Record findings on AF Form 644		
5. Identify the steps to follow for abnormal or suspicious findings		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-4 INSTRUCTING PATIENTS ON PERSONAL ORAL HYGIENE TECHNIQUES AND DEVICES

STS TASK REFERENCE:

10b(4)(d) Instruct patient on personal oral hygiene techniques and devices

TRAINING REFERENCES:

CDC 4Y051A

Comprehensive Dental Hygiene Care

Clinical Practice of the Dental Hygienist

Periodontal Instrumentation-A Clinical Manual

Fundamentals of Dental Hygiene Instrumentation

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Floss

Dental Health Record

Dental Mirror and Explorer/Probe

Disclosing Agent

Floss

Floss Threader

4 X 4 Gauze

2 X 2 Gauze

Hand Mirror

Handwashing Solution and Paper Towels

Paper Cup and Water

Patient Napkin and Clamps

Patient Treatment Forms

Personal Protective Equipment (PPE)

Proxabrush

Radiographs

Toothbrush

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine the extent of treatment procedures
2. Discuss positive health history entries with the patient, refer changes to dentist
3. Initial and date health history
4. Brief patient on treatment/procedure
5. Provide patient with eye protection for all procedures
6. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
7. Using a dental mirror perform a screening exam
8. Prepare and apply disclosing agent IAW manufacturer's instruction
9. Instruct patient to exam teeth using hand mirror
10. Explain the causes, progression, and treatment of periodontal disease and importance of improved oral hygiene through home care
11. Instruct patient of the need to remove plaque at least once daily
12. Discuss how diet and nutrition affects oral health
13. Brief patient on proper oral hygiene based on patient's needs (visual inspection/questions)
14. Emphasize importance of home care over dental clinic care
15. Demonstrate proper brushing techniques
16. Observe patient performance and recommend improvements
17. Ensure patient brushes a minimum of 3 - 5 minutes
18. Demonstrate proper flossing techniques
19. Observe patient performance and recommend improvements
20. Demonstrate home care techniques using additional equipment/materials (floss threader, etc.)
21. Observe patient performance, recommend improvements
22. Discuss/demonstrate proper care of dental prosthesis
23. Provide patient with basic oral hygiene aids, toothbrush & floss
24. Provide patient with additional home care items as required
25. Re-emphasize areas of needed improvement
26. Complete appropriate patient treatment forms

**MODULE 4-4 INSTRUCTING PATIENTS ON PERSONAL ORAL HYGIENE
TECHNIQUES AND DEVICES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Review dental record and perform oral exam to determine patient's home care efforts		
2. Apply disclosing agent		
3. Provide patient with mirror to indicate areas of plaque accumulation		
4. Give patient proper oral hygiene instructions		
5. Demonstrate proper brushing and flossing techniques		
6. Observe patient performance and discuss any needed improvements		
7. Re-emphasize areas of needed improvement		
8. Identify instructions given to patients with special needs (i.e. prosthesis, anomalies)		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-5 INSTRUCTING PATIENTS IN THE CARE OF DENTAL IMPLANTS

STS TASK REFERENCE:

10b(4)(e) Instruct in care of dental implants

TRAINING REFERENCES:

CDC 4Y051A

Clinical Practice of the Dental Hygienist

Comprehensive Dental Hygiene Care

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Care of Implants documentation

Dental Health Record

Dental Mouth Mirror and Explorer

Dental Radiographs

Floss

Floss threader

Gauze (4x4 and 2x2)

Hand Mirror

Handwashing Solution and Paper Towel

Implant Prophylaxis Instruments

Patient Napkin and Clamp

Patient Treatment Forms

Personal Protective Equipment (PPE)

Toothbrush

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedures
2. Discuss positive health history entries with the patient, refer changes to dentist
3. Initial and date health history
4. Brief patient on treatment/procedure
5. Position patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
6. Explain importance of home care for implants
7. Explain progression of periodontal disease
8. Emphasize similarities of natural teeth and implants
9. Demonstrate home care techniques using required equipment
10. Instruct patient to remove plaque at least once daily
11. Observe patient performance, recommend improvements
12. Emphasize importance of home care over clinical care
13. Emphasize use of plastic or wooden items to care for implants
14. Re-emphasize areas of needed improvement
15. Provide patient with appropriate home care items (if necessary)
16. Complete appropriate patient treatment forms

**MODULE 4-5 INSTRUCTING PATIENTS IN THE CARE OF DENTAL IMPLANTS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...	YES	NO
1. Explain importance of home care of implants and progression of periodontal disease		
2. Identify similarities of natural teeth and implants		
3. Demonstrate home care techniques using required equipment		
4. Instruct patient in proper plaque removal		
5. Observe patient performance and discuss any needed improvements		
6. Re-emphasize areas of needed improvement		
7. Identify proper patient home care items		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-6 SHARPENING PERIODONTAL SCALING INSTRUMENTS

STS TASK REFERENCE:

10b(5)(d) Sharpen periodontal scaling instruments

TRAINING REFERENCES:

CDC 4Y051A

Modern Dental Assisting

Periodontal Instrumentation-A Clinical Manual

Fundamentals of Dental Hygiene Instrumentation

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Light

Lubricating Oil

Personal Protective Equipment

Plastic Test Stick

Scaling Instrument (Sickle or Curette)

Stone

**STEPS IN TASK PERFORMANCE:**

1. Gather required equipment and supplies
2. Secure stable work area with adequate lighting
3. Determine if scaling instrument is sickle or curette
4. Palm-grasp instrument in non-dominant hand
5. Position instrument with tip/toe toward technician with face of working end parallel to floor
6. Grasp lower third of stone in dominant hand
7. Brace arm holding scaling instrument against stable surface
8. Place stone against cutting edge at right (90 degree) angle
9. Open angle between stone and cutting edge of instrument; maintain proper angle for stone/edge contact
10. Maintain light lateral pressure throughout sharpening procedure
11. Apply short rhythmic down strokes with stone from heel to toe of instrument
12. End sharpening on downward stroke
13. Ensure sharpened end of sickle instrument terminates with pointed tip
14. Ensure sharpened end of curette instrument terminates in rounded toe
15. Test sharpness of instrument edge by stroking over plastic test stick
16. Re-accomplish sharpening if instrument does not catch stick surface
17. Inspect instrument edge under light to ensure no reflection of light from cutting edge
18. Re-accomplish sharpening if instrument edge reflects light
19. Repeat sharpening procedures on opposite working end of instrument



MODULE 4-6 SHARPENING PERIODONTAL SCALING INSTRUMENTS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Inspect instruments for sharpness		
2. Hold instrument correctly for sharpening		
3. Place stone against instrument at correct angle		
4. Maintain correct pressure throughout sharpening procedure		
5. Apply short rhythmic up/down strokes with stone from heel to toe of instrument, ending sharpening on downward stroke		
6. Ensure sharpened end of sickle instrument terminates with pointed tip, curette, rounded		
7. Sharpen instrument safely		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 4-7 REMOVING ACCUMULATED SUPRAGINGIVAL DEPOSITS****MODULE 4-7A REMOVING ACCUMULATED SUPRAGINGIVAL DEPOSITS USING HAND INSTRUMENTS****STS TASK REFERENCES:**

- 10b(5)(a) Use periodontal hand instruments
- 10b(6)(a) Remove supragingival deposits

TRAINING REFERENCES:

CDC 4Y051A
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist
Periodontal Instrumentation-A Clinical Manual
Fundamentals of Dental Hygiene Instrumentation

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Current Radiographs
Dental Health Record
Dental Mouth Mirror and Explorer
Handwashing Solution and Paper Towels
Patient Treatment Forms
Periodontal Hand Instruments
Personal Protective Equipment
Radiograph Viewbox
Suction and Saliva Ejector

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedure
2. Discuss positive health history entries with the patient, refer changes to dentist
3. Initial and date health history
4. Review radiographs
5. Place instrument pack or setup tray on bracket table
6. Arrange instruments by order of use
7. Discuss positive health history entries with the patient
8. Drape patient napkin around patient's neck and secure with napkin clamps
9. Provide patient with eye protection for all procedures
10. Brief patient on treatment/procedure
11. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
12. Perform oral screening using radiographs
13. Identify areas of plaque/calculus accumulation/locate calculus in oral cavity
14. Select appropriate dental instrument based on location of calculus
15. Grasp instrument with modified pen grasp
16. Determine correct working end of dental instrument
17. Establish stable finger rest/fulcrum
18. Place face of working end of instrument at zero degree angle to tooth
19. Insert instrument gently to the gingival margin
20. Pivot finger rest to open face of instrument forty-five (45) degrees from tooth
21. Establish blade adaptation and angulation (<90,>45)
22. Perform scaling using the appropriate method
23. Scale deposit from tooth surface using light lateral pressure in overlapping strokes
24. Maintain forty-five (45) degree angle from tooth surface throughout strokes
25. Verify calculus removal by inspecting tooth surface(s) for residual calculus
26. Repeat scaling, if deposits remain
27. Irrigate and aspirate the oral cavity, as required
28. Annotate procedure on appropriate patient treatment forms
29. Reappoint patient, if required



MODULE 4-7A REMOVING ACCUMULATED SUPRAGINGIVAL DEPOSITS USING HAND INSTRUMENTS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Identify areas of plaque/calculus accumulation		
2. Select appropriate instrument for area to be scaled/location of calculus		
3. Use proper instrument grasp and placement		
4. Perform scaling using correct technique		
5. Maintain proper angulation and adaptation of instrument to tooth		
6. Inspect tooth surface to verify calculus removal		
7. Completely remove deposits from tooth		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



**MODULE 4-7B REMOVING ACCUMULATED SUPRAGINGIVAL DEPOSITS USING
ULTRASONIC DEVICES**

STS TASK REFERENCES:

- 10b(5)(b) Use ultrasonic devices
- 10b(6)(a) Remove supragingival deposits

TRAINING REFERENCES:

CDC 4Y051A
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist
Periodontal Instrumentation-A Clinical Manual
Fundamentals of Dental Hygiene Instrumentation
Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Current Radiographs
Dental Floss
Dental Health Record
Dental Mouth Mirror and Explorer
Handpiece "Insert" Tip (P-3/Beaver tail, P-10 universal, etc.)
Handwashing Solution and Paper Towels
Patient Napkin and Clamp
Periodontal Hand Instruments
Personal Protective Equipment
Patient Treatment Forms
Radiograph Viewbox
Suction and Saliva Ejector
Ultrasonic Scaling Handpiece and Unit

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedure
2. Discuss positive health history entries with the patient, refer changes to dentist
3. Initial and date health history
4. Determine there are no contraindications to treatment, i.e. older pace makers, etc
5. Review radiographs
6. Perform operational and safety checks prior to use of scaling unit
7. Set unit power IAW manufacturer's instructions
8. Purge water lines
9. Insert tip ("insert"), ensuring lubrication of "O" ring
10. Flush water through tip
11. Adjust water and power settings until fine mist burst from tip (halo effect)
12. Drape patient napkin around patient's neck and secure with napkin clamps
13. Provide patient with eye protection for all procedures
14. Brief patient on treatment/procedure
15. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
16. Perform oral screening using radiographs as needed
17. Identify areas of plaque/calculus accumulation/locate calculus in oral cavity
18. Place saliva ejector in patient's mouth
19. Grasp handpiece with modified pen grasp
20. Establish stable finger rest/fulcrum
21. Insert side of instrument with working end toward gingival margin
22. Position handpiece at a 10 - 15 degree angle to tooth
23. Move instrument with smooth, light, continual, controlled strokes
24. Adapt working end to the deposit
25. Ensure tip of working end of instrument is not held perpendicular to tooth surface
26. Pass side of instrument working end over deposit using short light strokes
27. Maintain constant motion of instrument's working end to avoid patient discomfort
28. Inspect tooth surface to verify calculus removal
29. Repeat ultrasonic scaling, if deposits remain
30. Irrigate and aspirate oral cavity
31. Remove saliva ejector
32. Annotate procedure on appropriate patient treatment forms
33. Reappoint patient, if required

**MODULE 4-7B REMOVING ACCUMULATED SUPRAGINGIVAL DEPOSITS USING
ULTRASONIC DEVICES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Perform operational and safety checks and purge water lines		
2. Prepare, insert and adjust tip IAW manufacturer's instructions		
3. Locate calculus in oral cavity		
4. Place and remove saliva ejector		
5. Use proper grasp of handpiece and maintain finger rest		
6. Position handpiece tip correctly and use proper technique during use		
7. Inspect tooth surface to verify calculus removal		
8. Completely remove deposits from tooth		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-7C REMOVING SUPRAGINGIVAL DEPOSITS USING SONIC SCALING UNITS

STS TASK REFERENCES:

- 10b(5)(c) Use sonic or other devices
- 10b(6)(a) Remove supragingival deposits

TRAINING REFERENCES:

CDC 4Y051A
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist
Periodontal Instrumentation-A Clinical Manual
Fundamentals of Dental Hygiene Instrumentation
Manufacturer's Instructions/Operation Manual

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Current Radiographs
Dental Floss
Dental Health Record
Dental Mouth Mirror and Explorer
Handpiece "Insert" Tip
Handwashing Solution and Paper Towels
Patient Napkin and Clamp
Periodontal Hand Instruments
Personal Protective Equipment
Patient Treatment Forms
Radiograph Viewbox
Sonic Scaling Unit or Handpiece
Suction and Saliva Ejector

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedure
2. Review radiographs
3. Discuss positive health history entries with the patient, refer changes to dentist
4. Initial and date health history
5. Set up treatment room for procedure with required instruments
6. Arrange instruments by order of use
7. Perform operational and safety checks prior to use of scaling unit
8. Purge water lines
9. Select and insert tip, finger tighten only
10. Flush water through tip
11. Adjust water setting until fine mist burst from tip (halo effect)
12. Drape patient napkin around patient's neck and secure with napkin clamps
13. Provide patient with eye protection for all procedures
14. Brief patient on treatment/procedure
15. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
16. Perform oral screening using radiographs as needed
17. Identify areas of plaque/calculus accumulation/locate calculus in oral cavity
18. Place saliva ejector in patient's mouth
19. Grasp handpiece with modified pen grasp
20. Establish stable finger rest/fulcrum
21. Insert side of instrument with working end toward gingival margin
22. Position handpiece at a 10 - 15 degree angle to tooth
23. Move instrument with smooth, light, continual, controlled strokes
24. Adapt side of instrument working end to deposit to be removed
25. Ensure tip of working end of instrument is not held perpendicular to tooth surface
26. Pass side of instrument working end over deposit using short light strokes
27. Maintain constant motion of instrument's working end to avoid patient discomfort
28. Inspect tooth surface to verify calculus removal
29. Repeat sonic scaling, if deposits remain
30. Irrigate and aspirate oral cavity
31. Remove saliva ejector
32. Annotate procedure on appropriate patient treatment forms
33. Reappoint patient, if needed



MODULE 4-7C REMOVING SUPRAGINGIVAL DEPOSITS USING SONIC SCALING UNITS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Perform operational and safety checks		
2. Purge water lines		
3. Prepare, insert and adjust tip IAW manufacturer's instructions		
4. Locate calculus in oral cavity		
5. Place saliva ejector		
6. Use proper grasp of handpiece and maintain finger rest		
7. Position handpiece tip correctly and use proper technique during use		
8. Inspect tooth surface to verify calculus removal		
9. Completely remove deposits from tooth		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

**MODULE 4-8 POLISHING TEETH****MODULE 4-8A REMOVING EXTERNAL STAINS USING A PROPHY JET****STS TASK REFERENCES:**

- 10b(5)(c) Use sonic and other devices
- 10b(7) Polish teeth and removable appliances

TRAINING REFERENCES:

CDC 4Y051A
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist
Periodontal Instrumentation-A Clinical Manual
Fundamentals of Dental Hygiene Instrumentation
Manufacturer's Instructions/Operation Manual

TASK NOTES:

Procedure cannot be performed on patients diagnosed with high-blood pressure, hyper sensitivity, surgical abrasions, or cementum/dentin exposure. Care should be taken not to excessively abrade composite and porcelain restorations.

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

4x4 Gauze
AF Form 644, Record of Dental Attendance
(or appropriate patient treatment forms)
Dental Health Record
Dental Mouth Mirror and Explorer
Handwashing Solution and Paper Towels
Periodontal Hand Instruments
Personal Protective Equipment
Prophy Jet Unit (With Tip) or Cavitron Jet
Unit
Sodium Bicarbonate Powder
Suction and Saliva Ejector

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedure
2. Review radiographs
3. Determine there are no contraindications to treatment, i.e. porcelain, implants, etc
4. Discuss positive health history entries with the patient, refer changes to dentist
5. Initial and date health history
6. Set up treatment room for procedure with required instruments
7. Perform operational and safety checks prior to use of prophylaxis jet
8. Fill prophylaxis jet reservoir with sodium bicarbonate powder
9. Assemble prophylaxis jet IAW manufacturer's instructions
10. Insert prophylaxis jet tip into handpiece
11. Drape patient with napkin around patient's neck and secure with napkin clamps
12. Provide patient with eye protection for all procedures
13. Brief patient on treatment/procedure
14. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
15. Perform oral screening using radiographs as needed
16. Complete calculus removal procedures
17. Place saliva ejector in patient's mouth
18. Grasp handpiece with modified pen or pen grasp
19. Establish finger rest/fulcrum
20. Position jet to direct stream towards crown of tooth
21. Ensure jet stream is not directed toward gingival margin
22. Maintain nozzle 3-5 mm from the tooth
23. Irrigate often
24. Provide adequate suction
25. Compress rheostat fully using intermittent blasts to disperse water and bicarbonate slurry
26. Polish all teeth except porcelain crowns, dental implants, composites, etc
27. Polish maxillary teeth from facial to lingual
28. Polish mandibular teeth from facial to lingual
29. Rinse oral cavity
30. Evaluate teeth for remaining stain
31. Repeat polishing procedure if necessary
32. Remove saliva ejector
33. Annotate procedure on appropriate patient treatment forms
34. Reappoint patient, if required

**MODULE 4-8A REMOVING EXTERNAL STAINS USING A PROPHY JET****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Verify patient does not have precautions for use of prophy jet		
2. Prepare and assemble cavitron-jet IAW manufacturer's instructions		
3. Use proper grasp of handpiece and maintain finger rest		
4. Position jet and direct stream safely		
5. Polish all teeth except porcelain crowns, dental implants, composites		
6. Verify removal of stains		
7. Remove all stains		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-8B REMOVING EXTERNAL STAINS USING A PROPHY HANDPIECE

STS TASK REFERENCE:

10b(7) Polish teeth

TRAINING REFERENCES:

CDC 4Y051A
Comprehensive Dental Hygiene Care
Clinical Practice of the Dental Hygienist
Periodontal Instrumentation-A Clinical Manual
Fundamentals of Dental Hygiene Instrumentation

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Dental Floss
Dental Health Record
Handpiece and necessary attachments
Handwashing solution and paper towels
Patient Treatment Forms
Personal Protective Equipment
Polishing Agent
Rubber Cup
Suction and Saliva Ejector

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedure
2. Discuss positive health history entries with the patient, refer changes to dentist
3. Initial and date health history
4. Assemble prophyl handpiece
5. Perform operational and safety checks prior to use
6. Place rubber cup onto handpiece
7. Provide patient with eye protection for all procedures
8. Brief patient on treatment/procedure
9. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
10. Complete calculus removal procedures
11. Place saliva ejector in patient's mouth
12. Grasp handpiece with modified pen or pen grasp
13. Establish finger rest/fulcrum
14. Fill rubber cup with polishing agent
15. Compress rheostat to maintain medium/moderate (non-heat producing) rotation
16. Establish a slow working speed approximately 20 psi
17. Sweep cup over crown of tooth using light lateral pressure
18. Ensure flared cup does not extend below gingival margin
19. Repeat polishing on all teeth except porcelain crowns, dental implants, etc
20. Check all teeth for residual stains
21. Floss interproximal surfaces
22. Irrigate and aspirate oral cavity
23. Remove saliva ejector
24. Repolish teeth, as needed
25. Complete appropriate patient treatment forms

**MODULE 4-8B REMOVING EXTERNAL STAINS USING A PROPHY HANDPIECE****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Assemble handpiece		
2. Place and remove saliva ejector		
3. Grasp handpiece using the appropriate grasp		
4. Maintain medium/moderate (non-heat producing) rotation		
5. Successfully remove stains		
6. Floss interproximal surfaces		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-9 APPLYING TOPICAL ANTICARIOGENIC AGENTS

STS TASK REFERENCE:

10b(8) Apply topical anticariogenic agents

TRAINING REFERENCES:

CDC 4Y051A

Comprehensive Dental Hygiene Care

Essentials of Clinical Dental Assisting

Periodontal Instrumentation-A Clinical Manual

Fundamentals of Dental Hygiene Instrumentation

Manufacturer's Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist.

PERFORMANCE RESOURCES:

4x4 Gauze

Dental Health Record

Fluoride trays (assorted sizes)

Handwashing solution and paper towels

Patient Napkin and Clamp

Personal Protective Equipment

Patient Treatment Forms

Suction and Saliva Ejector

Three-way Syringe

Timing Device

Topical Fluoride Gel

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedure
2. Discuss positive health history entries with the patient, refer changes to dentist
3. Initial and date health history
4. Ensure patient is wearing eye protection throughout procedures
5. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
6. Ensure calculus removal and polishing procedures are complete
7. Slowly raise the dental chair to the upright position
8. Explain the benefits of fluoride
9. Describe application procedure
10. Determine size, try-in tray required for application
11. Fill tray to one-third capacity with fluoride gel
12. Dry teeth using three-way syringe
13. Fold topical fluoride tray in half, if maxillary/mandibular combination tray
14. Cut tray to facilitate fit for pediatric patients (if applicable)
15. Insert and seat fluoride tray in patient's mouth
16. Place saliva ejector in patient's mouth
17. Have patient bite down on tray gently
18. Have patient move any excess saliva forward toward ejector to prevent ingestion of fluoride
19. Instruct patient to hold tray in mouth for time period IAW manufacturer's instruction
20. Remove ejector after allotted time met
21. Remove tray from patient's mouth
22. Remove excess fluoride by patient expectoration or suction
23. Advise patient of no eating, drinking, or rinsing for thirty (30) minutes following treatment
24. Complete appropriate patient treatment forms

**MODULE 4-9 APPLYING TOPICAL ANTICARIOGENIC AGENTS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Explain benefits of fluoride and brief patient on procedure		
2. Select and try-in tray(s) to determine size		
3. Fill tray to 1/3 capacity		
4. Dry teeth		
5. Insert tray(s) with saliva ejector placed between maxillary and mandibular arch		
6. Instruct patient to bite down lightly on the tray(s)		
7. Remove tray(s) IAW manufacturer's recommended time		
8. Remove excess fluoride using the saliva ejector		
9. Advise patient not to eat, drink, or rinse for 30 minutes		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 4-10 APPLYING PIT AND FISSURE SEALANTS

STS TASK REFERENCE:

10b(9) Apply pit and fissure sealants

TRAINING REFERENCES:

CDC 4Y051A
Comprehensive Dental Hygiene Care
Essentials of Clinical Dental Assisting
Periodontal Instrumentation-A Clinical Manual
Fundamentals of Dental Hygiene Instrumentation
Manufacturer's Instructions

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient supervised practice, evaluate trainee's abilities using the performance checklist

PERFORMANCE RESOURCES:

Acid-Etch Gel
Cotton Rolls
Curing Light
Dental Mirror and Explorer
Dental Health Record
Flour Pumice/Dappen Dish
Handwashing solution and paper towels
Light-Cured Sealant
Patient Napkin and Clamp
Patient Treatment Forms
Personal Protective Equipment
Suction and Saliva Ejector
Three-Way Syringe
Timing Device

**STEPS IN TASK PERFORMANCE:**

1. Review dental health record to determine extent of treatment procedure
2. Discuss positive health history entries with the patient, refer changes to dentist
3. Initial and date health history
4. Brief patient on treatment/procedure
5. Position the patient in proper treatment position for the procedure and position the dental treatment light into the patient's oral cavity properly
6. Clean each tooth to be treated with flour pumice, rinse
7. Isolate tooth by cotton roll or dry angle method
8. Apply acid-etch gel to isolated tooth
9. Allow etching material to set on tooth IAW the manufacturer's recommended time
10. Rinse and dry each tooth thoroughly
11. Inspect each tooth for proper etching
12. Apply light-cured sealant material evenly across occlusal surface
13. Cure tooth IAW manufacturer's instructions
14. Avoid direct viewing into curing light beam
15. Inspect occlusal surface to ensure sealant adhesion
16. Reapply etching and sealant material, if required
17. Repeat procedure for each tooth to be sealed
18. Remove any unhardened sealant
19. Remove cotton roll or dry angle
20. Check patient's bite with articulating paper
21. Remove excess sealant material from circumference of tooth
22. Consult with dentist if excessive sealant remains
23. Provide patient with home care instructions
24. Complete appropriate patient treatment forms

**MODULE 4-10 APPLYING PIT AND FISSURE SEALANTS****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Clean each tooth to be treated with appropriate material		
2. Isolate tooth and apply acid etch		
3. Allow etching material to set on tooth IAW the manufacturer's recommended time and rinse then thoroughly dry		
4. Apply sealant material to occlusal surface using proper techniques		
5. Cure material IAW manufacturer's instructions		
6. Inspect occlusal surface to ensure sealant adhesion		
7. Remove any unhardened sealant		
8. Verify sealant occlusion and adjust as needed		
9. Provide patient with home care instructions		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)

Dental Assistant Qualification Training Progress Record

Rank/Name _____

Qualification Upgrade Training to: **7-Skill Level**

<i>Volume 4. Clinical Skills- Preventive Dentistry</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑦	1	1	Preparing the Treatment Room /Patient for Treatment		
⑦	2	4	Identifying Calculus on Diagnostic Radiographs		
⑦	3	6	Performing Screening Examinations		
⑦	4	8	Instructing Patients on Personal Oral Hygiene Techniques and Devices		
	5	11	Instructing Patients in the Care of Implants		
⑦	6	14	Sharpening Periodontal Scaling Instruments		
⑦	7A	17	Removing Accumulated Supragingival Deposits Using Hand Instruments		
⑦	7B	20	Removing Accumulated Supragingival Deposits Using Ultrasonic Devices		
	7C	23	Removing Supragingival Deposits Using Sonic Scaling Units		
⑦	8A	26	Removing External Stains Using a Prophy Jet		
⑦	8B	29	Removing External Stains Using a Prophy Handpiece		
⑦	9	32	Applying Topical Anticariogenic Agents		
	10	35	Applying Pit and Fissure Sealants		

If Module does not have a Core Task listed, it is not mandatory for a 7-level. Examples are Modules 5, 7C, and 10. The trainee can be signed off on these items, however they are not required for upgrade to a 7-level.



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VOLUME 4***Appendix B***

MEMORANDUM FOR 381 TRS/XWAA (CDC Manager)
917 Missile Rd
Sheppard AFB TX 76311-2246

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify volume and module.

Volume # _____

Module # and title _____

2. Identify improvement/correction section(s)

_____ STS Task Reference
_____ Training Reference
_____ Evaluation Instructions
_____ Performance Resources
_____ Steps in Task Performance

_____ Performance Checklist
_____ Feedback
_____ Format
_____ Other

3. Recommended changes--use a continuation sheet if necessary.

4. You may choose to call in your recommendations to DSN 736-6960 or FAX DSN/Commercial 736-6928 or (817) 676-6928.

5. Thank you for your time and interest.

YOUR NAME, RANK, USAF
Title/Position